



Newport Beach Fire Department  
Fire Prevention Division  
3300 Newport Blvd., Newport Beach, CA 92663  
(949) 644-3106 Fax (949) 644-3120

Permit valid once stamped and  
signed by Fire Department  
representative.

### APPLICATION FOR PERMIT

Office Use Only

Annual Permit Expiration Date: \_\_\_\_\_

☐ **Special Conditions of Permit Apply,**  
**\*\* See Attached.** (office use only)

☐ **Inspection Required** (office use only)

### APPLICANT

Applicant Name: \_\_\_\_\_

*Print*

*Signature*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

### LOCATION OF EVENT

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Attendance: \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_

### ANNUAL PERMIT

*A site plan is required for all permits, except candle permits.*

☐ **Liquefied Petroleum Gas (LP-gas)** Size of tanks: \_\_\_\_\_ Quantity of tanks: \_\_\_\_\_

- Site plan required showing location of cooking or heating equipment and structures.
- Site plan for storage of additional tanks.

**Annual Fee: \$158.00**

☐ **Candles & Open Flames in Assembly Areas** **Special Event Fee: \$50.00** **Annual Fee: \$135.00**

Quantity of candles: \_\_\_\_\_ Dates of Use: \_\_\_\_\_

- Arrangements to be secured together as one unit.
- Trim wicks to reduce flame height.

☐ **Other (specify) -** \_\_\_\_\_

### FEES

**Permit Fees See Above**

**If needed:**

\$234.00/hour - Inspection {1 hour minimum}

\$379.00 – Expedite Review <2 working days

\$530.00 – Base Fee {2 hour minimum} \$180.00/hour after base fee– Weekend or Holiday Inspection

*Note: Fire permits are not transferable. If a business is sold, quantities or processes are changed, a new permit is required.*